

STATE CONTROLLER'S OFFICE
21st CENTURY PROJECT
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: December 22, 2004

21st Century Project Letter #04-007

TO: 21st Century Project Department Stakeholders

RE: **21st CENTURY PROJECT DEPARTMENT LIAISONS**

The 21st Century Project is continuing to move forward towards the goal of replacing existing systems and improving business processes. We are nearing the selection of the software vendor and are preparing to release a System Integrator Request For Proposal. With the 21st Century Project there will be eight areas of business functionality undergoing significant changes; they include Position Management, Benefit Administration, Employment, Employee Self-Service, Leave Accounting, Timekeeping, Payroll and Management Reporting.

Your participation is essential to designing a system that can best meet the business needs of the State. The project team plans to gather information about department business processes using several methods such as: Focus Groups discussions involving a small group (6 to 8 participants) and/or surveys that will canvas a larger group of departments. In addition, we plan to invite departments to participate in the design phase of the project.

At this time we are requesting your department's assistance in designating a department liaison. The primary responsibility of the department liaison will be to coordinate and identify your department's subject matter expert(s) pertaining to the various business functions areas (which may include budget and accounting offices). The department liaison will also disseminate information and/or surveys to department subject matter experts.

We would like each department to assign one primary department liaison and a back up. To assign your department's liaison, please access the 21st Century site, **Department Liaison** Web page index. The direct link to this Web page is: <http://www.21stcentury.ca.gov/deptliaison/index.shtml>. The form contained on this Web page has been provided to designate your department selection.

Please note, when providing the name of your department liaison we have also requested that you indicate the level in which your department wishes to participate. Your participation will help the design team understand the departments' business needs that is very important in the development of a well-designed relevant and efficient system.

Any questions regarding the department liaison designation can be sent to 21stcentury@sco.ca.gov.

Don Scheppmann, Chief, Business Operations
21st Century Project